

# **MAJOR INCIDENTS POLICY**

**Policy Owner - Bursar**

**This is a whole School policy and applies to all members of Cophorne Preparatory School including EYFS.**

In the event of an emergency, the following procedures should be followed:

## **1 Evacuate or Non-Evacuation**

### **1.1 Evacuate**

These emergencies will require the evacuation of the buildings.

- Fire (see separate section for Fire Drill)
- Bomb Scares
- Gas Leaks
- Hazardous chemical leaks

### **1.2 Lock Down**

These emergencies will require children and/or adults to go or remain inside.

- Storm
- Flood
- External pollution
- Threat of violence from outside

## **2 Evacuation Procedures**

The continuous sounding of the Fire Alarm indicates that the school premises should be evacuated.

Anyone hearing the fire alarm sounding should act as follows:

Prep School - go immediately to the PLAYGROUND  
(asphalt at the rear of the school) or SCHOOL FIELD  
if alarm sounds at school drop off/pick up

Pre-Prep & Nursery - go immediately to the PLAYGROUND (asphalt)  
or SCHOOL FIELD  
if alarm sounds at school drop off/pick up

Waiting Hse - go immediately to the TRAIN in Pre-Prep PLAYGROUND

Procedure at assembly point:

- School to assemble by class in silence via the marked fire exits, or back door or front door.
- Bursar, or member of staff, to check toilets on the way out.
- Matron should take registers to the point of assembly for the Prep School and Teachers for the Pre-Prep Department and Nursery.
- Teachers to check the presence of all members of the class they are teaching and report to The Head or Head of Pre-Prep Department and Nursery.
- Kitchen supervisor to check presence of all domestic/groundstaff.
- Office to check Visitors Book.

All children and members of staff should make their way to the assembly point in an orderly manner via the nearest safe exit route.

Do not return to the building until told it is safe to do so.

### **3 Lock Down**

One or more blasts on the Hooter / Foghorn signals that such an emergency exists.

Anyone hearing such an alarm should act as follows:

**Staff will be notified lock down procedures are to immediately take place on hearing the school air horn.**

#### **3.1 Procedures:**

- These signals will activate a process of children being ushered into the school building if on the grounds as quickly as possible and the locking of the school's offices and all outside doors where it is possible, to remain safe.
- At the given signal if inside the children remain in the room they are in and the staff will ensure the windows and doors are closed/locked and screened where possible and children are positioned away from possible sightlines from external windows/doors. Lights, Smart boards and computer monitors to be turned off.
- If practicable staff should notify the front office or SMT by phone or email that they have entered lockdown and those children not accounted for.

### **NO ONE SHOULD MOVE ABOUT THE SCHOOL**

- Staff to support children in keeping calm and quiet.
- Staff to remain in lockdown positions until informed by key staff e.g. SMT, Office Staff in person that there is an all clear.
- As soon as possible after the all clear teachers and staff return to their base/classrooms and conduct a roll call and notify the office immediately of any pupils or staff not accounted for.

## **Staff Roles:**

- Front office staff ensures that their office(s) are locked and police called if necessary.
- Adult sounds alarm, another adult phones in main office.
- Lockdown email/clarion to be sent asap.

Lock down practices will take place a minimum of once a year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and staff debriefed so improvements can be made.

## **4 Communication with parents**

- If necessary parents will be notified as soon as it is practical to do so via the school's Clarion system.
- Depending on the type and severity of the incident, parents may be asked NOT to collect their children from school as it may put them and their child at risk.
- Pupils will not be released to parents during a lock down.
- Parents will be asked not to call school as this may tie up emergency lines.
- If the end of the day is extended due to the lock down, parents will be notified and will receive information about the time and place pupils can be picked up from office staff or emergency services.
- A letter to parents will be sent home as the nearest possible day following any serious incident to inform parents of context of lockdown and to encourage parents to reinforce the importance of following procedures in these very rare circumstances.

## **5 School Closure**

In the event of any emergency which resulted in school closure clarion call will be implemented.

### **5.1 School in Session**

If the school needs to close whilst the children are at school, staff not involved in supervising the children will be asked to assist with contacting parents so that the children can be collected.

### **5.2 School not in Session**

Staff already on the premises will be asked to contact other staff and parents to inform them that the school is closed.

The Head will inform the Chairman of Governors.

Form Teachers will inform the parents of the children in their class.

Contact numbers are kept on the school computerised information system and on card index in the office. In addition, the Head, Deputy Head and Bursar have back-up copies of contact information kept off the premises should the school information not be available. Form Teachers, Pre-prep and Nursery Teachers should keep a record of contact numbers for their children for use in an emergency.

## **6 Press**

All communications with the media, even for the benefit of the school, should be passed by the Head.

Should a member of staff be approached at any time by a representative of the press or other media, he/she should politely, but firmly:

- decline to answer any questions,
- give out any information,
- get involved in confirming/denying speculation.

In all circumstances involving the press, the response should be along the lines of:

“I am sorry, but I am not in a position to help you.  
Please contact the Head via the school office.”

REVIEWED: Winter 2009/Spring 2012/Spring 2015/Spring 2018/Policy Owner  
NEXT REVIEW: Spring 2021